

Exemption Request

Project Title:			Stimulus (ARRA) Funds? Yes__ No__		
Customer Contact Information					
Agency/Institution: Address:			Contact Person: Phone: Fax: Email Address:		
SAAS Codes (only required from state agencies) Provider Code: Agency Code:			Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Summary					
Narrative Description of Project					
ITS Acquisition Approval (CP-1) should be effective through this date: (Please allow time for all vendor invoices to be paid)					
Cost Estimates	Initial Costs	Ongoing Costs	Time Constraints Item Needed by: Funds Expire:		
<i>Fiscal Year</i>					
Total					
Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)					
Anticipated Lifecycle of Products/System (i.e. estimate years effective use)					
Acquisition Details					
Items Requested:					
Name	Quantity	Description	Building Location(s)		
Describe platform & infrastructure (connectivity; software/hardware platforms; utilization of State Data Center resources: mainframe, eGovernment portal, payment engine, document management, hosting). For equipment or hosting outside the State Data Center, attach justification:					
Progress to Date: What has been done related to this project, including any communication with ITS staff (data/voice/procurement/other)?					
Vendors Contacted: (Note: attach written estimates or other information received from vendors)					
Critical Factor(s): (in the selection of a vendor/brand/solution for this acquisition)					
Planned Acquisition Method					
Describe the manner in which this procurement will be conducted in fulfillment of state law					

By my signature, I acknowledge: (1) this agency/institution will follow all applicable laws for public purchasing in the acquisition, including developing open specifications, advertising according to public law, ensuring a thorough and equitable evaluation of all responses, and responding in a timely manner to all public records and post procurement review requests; (2) this agency/institution will negotiate any and all applicable contracts and contract amendments arising from this procurement, with signature authority for the State being delegated by the ITS Executive Director to the executive of this agency/institution; and (3) any protests resulting from this procurement will be heard by the ITS Executive Director and/or ITS Board, in accordance with the ITS Protest Procedure and Policy. Authority of ITS Executive Director to negotiate limitation of liability per MS Code Section 25-53-21(e) **cannot be delegated and does NOT apply** to this exemption. In addition, I acknowledge that there is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS and that my agency/institution is responsible for these charges/costs.

Name (Agency Head or Institution CIO) / Title

Signature

Date